# State of Alaska FY2024 Governor's Operating Budget

Department of Labor and Workforce Development Management Services Component Budget Summary

### **Component: Management Services**

### **Contribution to Department's Mission**

Provide efficient and effective administrative services in support of the department's programs.

### **Core Services**

- Financial support services.
- Budget planning, monitoring, and reporting.
- · Procurement and office space management.
- Employee and labor-management consultation.
- Recruitment support services.

### **Major Component Accomplishments in 2022**

- Participated in the implementation of various statewide process improvement initiatives.
- Worked with departmental programs to develop and implement program changes and documentation of processes to improve cross-division collaboration and facilitate knowledge transfer.
- Piloted a cubicle sharing program that would allow two employees on hybrid telework schedules to successfully share one space without overlap in scheduling or conflicts over space.
- Despite the challenges of COVID-19, Management Services were able to deliver on all budget, fiscal, and audit deadlines by embracing telework technologies.

## **Key Component Challenges**

Management Services continues efforts to maintain service levels while implementing changes related to the statewide procurement, accounts payable, and human resource management initiatives.

### Significant Changes in Results to be Delivered in FY2024

No significant changes in results to be delivered are anticipated.

### **Statutory and Regulatory Authority**

Federal Authority:

20 CFR part 601 **Employment & Training Administrative Procedures** 

29 CFR part 97 Department of Labor Grants Administration

31 CFR part 205 Money & Finance - Fund Transfers

2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit

Requirements for Federal Awards

Statutory Authority:

AS 23.05.010 - .130 Department of Labor, Administration AS 23.20.005 - .278 Alaska Employment Security Act

## **Contact Information**

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|              | Management Services Personal Services Information |          |                           |           |  |  |  |  |  |
|--------------|---|----------|---------------------------|-----------|--|--|--|--|--|
|              | <b>Authorized Positions</b>                       |          | Personal Services         | Costs     |  |  |  |  |  |
|              | <u>FY2023</u><br>Management                       | FY2024   |                           |           |  |  |  |  |  |
|              | Plan  | Governor | Annual Salaries           | 1,645,911 |  |  |  |  |  |
| Full-time    | <del>21</del>                                     | 21       | COLA                      | 43,663    |  |  |  |  |  |
| Part-time    | 0   | 0        | Premium Pay               | 0         |  |  |  |  |  |
| Nonpermanent | 0   | 0        | Annual Benefits           | 1,039,681 |  |  |  |  |  |
|              |   |          | Less 2.13% Vacancy Factor | (58,155)  |  |  |  |  |  |
|              |   |          | Lump Sum Premium Pay      | Ó         |  |  |  |  |  |
| Totals       | 21  | 21       | Total Personal Services   | 2,671,100 |  |  |  |  |  |

| Position Classification Summary |           |           |        |        |       |  |  |  |
|---------------------------------|-----------|-----------|--------|--------|-------|--|--|--|
| Job Class Title                 | Anchorage | Fairbanks | Juneau | Others | Total |  |  |  |
| Accountant 2                    | 0         | 0         | 2      | 0      | 2     |  |  |  |
| Accountant 3                    | 0         | 0         | 2      | 0      | 2     |  |  |  |
| Accountant 4                    | 0         | 0         | 2      | 0      | 2     |  |  |  |
| Accountant 5                    | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Accounting Technician 1         | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Accounting Technician 3         | 0         | 0         | 3      | 0      | 3     |  |  |  |
| Administrative Assistant 3      | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Administrative Officer 1        | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Admn OPS Mgr 1                  | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Budget Analyst 1                | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Budget Analyst 3                | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Division Operations Manager     | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Human Resource Consultant 4     | 0         | 0         | 1      | 0      | 1     |  |  |  |
| Mail Services Courier           | 1         | 0         | 0      | 0      | 1     |  |  |  |
| Supply Technician 1             | 1         | 0         | 1      | 0      | 2     |  |  |  |
| Totals                          | 2         | 0         | 19     | 0      | 21    |  |  |  |

# Component Detail All Funds Department of Labor and Workforce Development

**Component:** Management Services (335) **RDU:** Commissioner and Administrative Services (109) Non-Formula Component

|                            | FY2022 Actuals | FY2023 Conference | FY2023 Authorized | FY2023 Management | FY2024 Governor | FY2023 Manageme |          |
|----------------------------|----------------|-------------------|-------------------|-------------------|-----------------|-----------------|----------|
|                            |                | Committee         |                   | Plan              |                 | FY2024          | Governor |
| 71000 Personal Services    | 2,841.7        | 2,932.9           | 2,932.9           | 2,611.8           | 2,671.1         | 59.3            | 2.3%     |
| 72000 Travel               | 4.6            | 9.3               | 9.3               | 13.3              | 13.3            | 0.0             | 0.0%     |
| 73000 Services             | 670.3          | 1,067.6           | 1,352.8           | 1,669.9           | 1,669.9         | 0.0             | 0.0%     |
| 74000 Commodities          | 23.5           | 31.6              | 31.6              | 31.6              | 31.6            | 0.0             | 0.0%     |
| 75000 Capital Outlay       | 0.0            | 0.0               | 0.0               | 0.0               | 0.0             | 0.0             | 0.0%     |
| 77000 Grants, Benefits     | 0.0            | 0.0               | 0.0               | 0.0               | 0.0             | 0.0             | 0.0%     |
| 78000 Miscellaneous        | 0.0            | 0.0               | 0.0               | 0.0               | 0.0             | 0.0             | 0.0%     |
| Totals                     | 3,540.1        | 4,041.4           | 4,326.6           | 4,326.6           | 4,385.9         | 59.3            | 1.4%     |
| Fund Sources:              |                |                   |                   |                   |                 |                 |          |
| 1002 Fed Rcpts (Fed)       | 2,828.1        | 2,577.1           | 2,787.5           | 2,787.5           | 2,827.9         | 40.4            | 1.4%     |
| 1003 G/F Match (UGF)       | 113.1          | 112.2             | 112.2             | 112.2             | 114.7           | 2.5             | 2.2%     |
| 1004 Gen Fund (UGF)        | 0.0            | 235.6             | 280.1             | 280.1             | 283.1           | 3.0             | 1.1%     |
| 1007 I/A Rcpts (Other)     | 598.9          | 1,116.5           | 1,146.8           | 1,146.8           | 1,160.2         | 13.4            | 1.2%     |
| Unrestricted General (UGF) | 113.1          | 347.8             | 392.3             | 392.3             | 397.8           | 5.5             | 1.4%     |
| Designated General (DGF)   | 0.0            | 0.0               | 0.0               | 0.0               | 0.0             | 0.0             | 0.0%     |
| Other Funds                | 598.9          | 1,116.5           | 1,146.8           | 1,146.8           | 1,160.2         | 13.4            | 1.2%     |
| Federal Funds              | 2,828.1        | 2,577.1           | 2,787.5           | 2,787.5           | 2,827.9         | 40.4            | 1.4%     |
| Positions:                 |                |                   |                   |                   |                 |                 |          |
| Permanent Full Time        | 24             | 24                | 24                | 21                | 21              | 0               | 0.0%     |
| Permanent Part Time        | 0              | 0                 | 0                 | 0                 | 0               | 0               | 0.0%     |
| Non Permanent              | 0              | 0                 | 0                 | 0                 | 0               | 0               | 0.0%     |

FY2024 Governor Department of Labor and Workforce Development

# Change Record Detail - Multiple Scenarios with Descriptions Department of Labor and Workforce Development

**Component:** Management Services (335)

**RDU:** Commissioner and Administrative Services (109)

|                               |                       |                    |   | ,                 |                   |                     |                    |                  |               |         |         |   |
|-------------------------------|-----------------------|--------------------|---|-------------------|-------------------|---------------------|--------------------|------------------|---------------|---------|---------|---|
|                               |                       |                    |   |                   |                   |                     |                    |                  |               | Po      | sitions |   |
| cenario/Change<br>ecord Title | Trans<br>Type         | Totals             | Personal<br>Services  | Travel            | Services          | Commodities         | Capital Outlay     | Grants, Benefits | Miscellaneous | PFT     | PPT     | I |
|                               | ******                | ******             | ***** Changes F   | rom FY2023 C      | onference Coi     | nmittee To FY2      | 023 Authorized     | ******           | ******        | ***     |         |   |
| FY2023 Conference             | Committee             |                    | •   |                   |                   |                     |                    |                  |               |         |         |   |
|                               | ConfCom               | 4,041.4            | 2,932.9   | 9.3               | 1,067.6           | 31.6                | 0.0                | 0.0              | 0.0           | 24      | 0       |   |
| 1002 Fed Rcpts                | 2,577                 | '.1                |   |                   |                   |                     |                    |                  |               |         |         |   |
| 1003 G/F Match                | 112                   | 2.2                |   |                   |                   |                     |                    |                  |               |         |         |   |
| 1004 Gen Fund                 | 235                   | 5.6                |   |                   |                   |                     |                    |                  |               |         |         |   |
| 1007 I/A Rcpts                | 1,116                 | 5.5                |   |                   |                   |                     |                    |                  |               |         |         |   |
| Jnallocated Rates A           | diustment             |                    |   |                   |                   |                     |                    |                  |               |         |         |   |
|                               | Unalloc               | 285.2              | 0.0   | 0.0               | 285.2             | 0.0                 | 0.0                | 0.0              | 0.0           | 0       | 0       |   |
| 1002 Fed Rcpts                | 210                   | ).4                |   |                   |                   |                     |                    |                  |               |         |         |   |
| 1004 Gen Fund                 |                       | .5                 |   |                   |                   |                     |                    |                  |               |         |         |   |
| 1007 I/A Rcpts                |                       | 0.3                |   |                   |                   |                     |                    |                  |               |         |         |   |
| This change will be           | allocated across t    | he department's    | programs in accord  | ance with the dep | partment's approv | ved cost allocation | processes.         |                  |               |         |         |   |
|                               | Subtotal              | 4,326.6            | 2,932.9   | 9.3               | 1,352.8           | 31.6                | 0.0                | 0.0              | 0.0           | 24      | 0       | — |
|                               | ********              | ******             | ********* Changes   | s From FY2023     | Authorized T      | o FY2023 Mana       | gement Plan 🐣      | ******           | ******        |         |         |   |
| Align Authority with          | Anticipated Expe      | nditures           |   |                   |                   |                     | •                  |                  |               |         |         |   |
|                               | LIT .                 | 0.0                | -321.1  | 4.0               | 317.1             | 0.0                 | 0.0                | 0.0              | 0.0           | 0       | 0       |   |
| personal services a           | uthority is sufficier | nt to meet anticip | •   | ·                 |                   | an and the procure  | ment consolidation | o.0              | 0.0           | -3      | 0       |   |
| Transfer three proc           | urement positions     | to Department A    | Administration for pro  | ocurement consol  | idation.          |                     |                    |                  |               |         |         |   |
| The following position        | on transfers take p   | olace after servic | ce level agreements   | are ratified:     |                   |                     |                    |                  |               |         |         |   |
| Full-time Procureme           | ent Specialist 3 (0   | 7-1405), range 1   | 20, located in Juneau<br>18, located in Anchor<br>16, located in Juneau | age               |                   |                     |                    |                  |               |         |         |   |
|                               | Subtotal              | 4,326.6            | 2,611.8   | 13.3              | 1,669.9           | 31.6                | 0.0                | 0.0              | 0.0           | 21      | 0       |   |
|                               | ********              | *****              | ********* Change  | s From FY202      | 3 Managemen       | t Plan To FY202     | 24 Governor **     | ******           | *****         |         |         |   |
| Y2024 PERS Rate A             | diustment             |                    | go  |                   |                   |                     |                    |                  |               |         |         |   |
|                               | SalAdj                | 5.1                | 5.1   | 0.0               | 0.0               | 0.0                 | 0.0                | 0.0              | 0.0           | 0       | 0       |   |
|                               |                       |                    |   |                   |                   |                     |                    |                  |               |         |         |   |
|                               |                       |                    | _   | FY                | 2024 Governo      | or                  |                    | R                | eleased Decem | ber 15, | 2022    |   |

Department of Labor and Workforce Development

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## **Change Record Detail - Multiple Scenarios with Descriptions** Department of Labor and Workforce Development

**Component:** Management Services (335) **RDU:** Commissioner and Administrative Services (109)

|                                 |                    |                    |                       |                    |             |             |                     |              |               | Po  | sitions |    |
|---------------------------------|--------------------|--------------------|-----------------------|--------------------|-------------|-------------|---------------------|--------------|---------------|-----|---------|----|
| Scenario/Change<br>Record Title | Trans<br>Type      | Totals             | Personal<br>Services  | Travel             | Services    | Commodities | Capital Outlay Gran | ts, Benefits | Miscellaneous | PFT | PPT     | NP |
| 1002 Fed Rcpts                  |                    | 3.4                |                       |                    |             |             |                     |              |               |     |         |    |
| 1003 G/F Match                  |                    | 0.2                |                       |                    |             |             |                     |              |               |     |         |    |
| 1004 Gen Fund                   |                    | 0.3                |                       |                    |             |             |                     |              |               |     |         |    |
| 1007 I/A Rcpts                  |                    | 1.2                |                       |                    |             |             |                     |              |               |     |         |    |
| FY2024 PERS rate                | adjustment to 25   | 5.10%: \$5.1       |                       |                    |             |             |                     |              |               |     |         |    |
| FY2024 Salary and H             | lealth Insurance   | Increases          |                       |                    |             |             |                     |              |               |     |         |    |
| •                               | SalAdj             | 54.2               | 54.2                  | 0.0                | 0.0         | 0.0         | 0.0                 | 0.0          | 0.0           | 0   | 0       | 0  |
| 1002 Fed Rcpts                  | 3                  | 7.0                |                       |                    |             |             |                     |              |               |     |         |    |
| 1003 G/F Match                  |                    | 2.3                |                       |                    |             |             |                     |              |               |     |         |    |
| 1004 Gen Fund                   |                    | 2.7                |                       |                    |             |             |                     |              |               |     |         |    |
| 1007 I/A Rcpts                  | 1                  | 2.2                |                       |                    |             |             |                     |              |               |     |         |    |
| FY2024 Salary and               | Health Insurance   | e Increases: \$54  | .2FY2024 CEA cost     | of living increase | 2.5%: \$3.9 |             |                     |              |               |     |         |    |
| FY2024 GGU cost                 | of living increase | 2.5%: \$31.9       |                       |                    |             |             |                     |              |               |     |         |    |
| FY2024 SU cost of               | living increase 19 | %: \$8.3           |                       |                    |             |             |                     |              |               |     |         |    |
| FY2024 AlaskaCar                | e insurance from   | \$1,685 to \$1,793 | 3 per member per mo   | nth.: \$9.1        |             |             |                     |              |               |     |         |    |
| FY2024 GGU healt                | th insurance incre | ase from \$1,567   | .50 to \$1,573.50 per | member per mont    | th.: \$1.0  |             |                     |              |               |     |         |    |
|                                 | Totals             | 4,385.9            | 2,671.1               | 13.3               | 1,669.9     | 31.6        | 0.0                 | 0.0          | 0.0           | 21  | 0       | 0  |
|                                 | iolais             | 7,000.9            | <b>4</b> ,011.1       | 13.3               | 1,009.9     | 31.0        | 0.0                 | 0.0          | 0.0           | 21  | U       | U  |

# <u>Line Item Detail (1676)</u> Department of Labor and Workforce Development Travel

| Line<br>Numbe | er Line Name             |                  |   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |
|---------------|--------------------------|------------------|---|----------------|---------------------------|-----------------|
| 2000          | Travel                   |                  |   | 4.6            | 13.3                      | 13.3            |
| Object        | Class                    | Servicing Agency | Explanation   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |
|               |                          |                  | 2000 Travel Detail Totals                                     | 4.6            | 13.3                      | 13.3            |
| 2000          | In-State Employee Travel |                  | In-state employee travel to support the department's mission. | 4.6            | 13.3                      | 13.3            |

# <u>Line Item Detail (1676)</u> Department of Labor and Workforce Development Services

| Line<br>Numb | er Line Name                  |                  |   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor       |
|--------------|-------------------------------|------------------|---|----------------|---------------------------|-----------------------|
| 3000         | Services                      |                  |   | 670.3          | 1,669.9                   | 1,669.9               |
| Objec        | t Class                       | Servicing Agency | Explanation   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor       |
|              |                               |                  | 3000 Services Detail Totals   | 670.3          | 1,669.9                   | 1,669.9               |
| 3000         | Education Services            |                  | Training, education, and memberships.   | 9.7            | 2.0                       | 2.0                   |
| 3001         | Financial Services            |                  | Financial services, including auditing and accounting, consulting, insurance, or interest expense.  | 0.0            | 0.0                       | 8.7                   |
| 3003         | Information Technology        |                  | Information technology, including training, consulting, leases, and software licensing and maintenance.   | 4.2            | 4.5                       | 4.5                   |
| 3004         | Telecommunications            |                  | Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors. | 3.5            | 4.2                       | 4.2                   |
| 3006         | Delivery Services             |                  | Freight, courier services, and postage.   | 0.3            | 0.4                       | 0.4                   |
| 3008         | Utilities                     |                  | Electricity, heating fuel, water,<br>sewage, recycling, heating fuel,<br>trash, and confidential document and<br>other disposal services.                     | 4.3            | 4.3                       | 4.3                   |
| 3009         | Structure/Infrastructure/Land |                  | Room rental for training and seminar space, board or council meetings, or storage and archiving needs.  | 38.1           | 12.4                      | 12.4                  |
| 3010         | Equipment/Machinery           |                  | Machinery, furniture, and equipment purchase, repairs, maintenance, rentals, and leases.  | 2.9            | 2.9                       | 2.9                   |
| 3011         | Other Services                |                  | Other services, including interpreters; consulting; print, copy,  | 8.2            | 4.2                       | 4.2                   |
|              |                               | Department o     | FY2024 Governor<br>f Labor and Workforce Development  | F              | Released Decembe          | er 15, 2022<br>Page 9 |

# <u>Line Item Detail (1676)</u> Department of Labor and Workforce Development Services

| Object | Class   | Servicing Agency                   | Explanation   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |
|--------|---|------------------------------------|---|----------------|---------------------------|-----------------|
|        |   |                                    | 3000 Services Detail Totals   | 670.3          | 1,669.9                   | 1,669.9         |
|        |   |                                    | and graphic services; and safety services.  |                |                           |                 |
| 3013   | Inter-Agency Data Processing<br>Operations Allocation         | Labor - DETS Administration (3116) | Allocation for Data Processing network and support services.  | 15.5           | 15.6                      | 15.6            |
| 3017   | Inter-Agency Information Technology<br>Non-Telecommunications | Admin - Department-wide            | Reimbursable Service agreement with the Office of Information Technology for non-telecommunications.  | 80.0           | 448.2                     | 430.3           |
| 3018   | Inter-Agency Information Technology<br>Telecommunications     | Admin - Department-wide            | Reimbursable services agreement with the Office of Information Technology for telecommunication support.  | 16.2           | 11.5                      | 11.5            |
| 3021   | Inter-Agency Mail   | Admin - Department-wide            | Reimbursable services agreement with Shared Services of Alaska for central mailroom support and services.   | 1.9            | 1.7                       | 1.7             |
| 3022   | Inter-Agency Human Resources                                  | Admin - Department-wide            | Reimbursable services agreement with the Division of Personnel and Labor Relations for human resources and personnel services.  | 240.0          | 236.0                     | 240.0           |
| 3023   | Inter-Agency Building Leases                                  | Admin - Department-wide            | State-owned facility space rent or other property leases.   | 0.0            | 350.0                     | 350.0           |
| 3025   | Inter-Agency Auditing   | Admin - Department-wide            | Reimbursable services agreement with the Department of Administration for auditing services, including federal compliance audits.   | 0.0            | 1.0                       | 1.0             |
| 3026   | Inter-Agency Insurance  | Admin - Department-wide            | Reimbursable services agreement with the Division of Risk Management for risk management insurance charges for leased buildings, repossessed properties, public official bonds, and overhead. | 2.1            | 2.1                       | 2.3             |
| 3027   | Inter-Agency Financial  | Admin - Department-wide            | Reimbursable services agreement   | 5.0            | 5.0                       | 5.0             |
|        |   | FY2024 Governor                    |   | F              | Released Decembe          |                 |
|        |   | Department of Labor                | and Workforce Development   |                |                           | Page 10         |

# <u>Line Item Detail (1676)</u> Department of Labor and Workforce Development Services

| Object Class |                                       | Servicing Agency            | Explanation   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |  |
|--------------|---------------------------------------|-----------------------------|---|----------------|---------------------------|-----------------|--|
|              |                                       | 3000 Services Detail Totals |   | 670.3          | 1,669.9                   | 1,669.9         |  |
|              |                                       |                             | with the Division of Finance for<br>system services for State accounting<br>and payroll (IRIS), and reporting<br>(ALDER) systems. |                |                           |                 |  |
| 3037         | State Equipment Fleet                 | Trans - Department-wide     | State equipment fleet fixed cost services for equipment replacement, maintenance and fuel, both allowable and non-allowable.      | 5.0            | 10.0                      | 10.0            |  |
| 3038         | Inter-Agency<br>Management/Consulting | Admin - Department-wide     | Reimbursable Service Agreement with Shared Services of Alaska for Payables and Travel.  | 1.0            | 318.4                     | 318.4           |  |
| 3038         | Inter-Agency<br>Management/Consulting | Gov - Department-wide       | Reimbursable services agreement<br>for Office of Management and<br>Budget (OMB) oversight for OMB<br>Budget Analyst.              | 10.5           | 10.5                      | 10.5            |  |
| 3038         | Inter-Agency<br>Management/Consulting | Gov - Department-wide       | Reimbursable service agreement for Administrative Services Director.  | 221.9          | 225.0                     | 230.0           |  |

| FY2024 Governor                               |
|---|
| Department of Labor and Workforce Development |

# <u>Line Item Detail (1676)</u> Department of Labor and Workforce Development Commodities

| Line<br>Numb | er Line Name            |                  |   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |
|--------------|-------------------------|------------------|---|----------------|---------------------------|-----------------|
| 4000         | Commodities             |                  |   | 23.5           | 31.6                      | 31.6            |
| Object       | t Class                 | Servicing Agency | Explanation   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |
|              |                         |                  | 4000 Commodities Detail Totals  | 23.5           | 31.6                      | 31.6            |
| 4000         | Business                |                  | General business supplies such as office consumables and computer equipment.          | 22.4           | 26.0                      | 31.6            |
| 4002         | Household/Institutional |                  | Office supplies, supplies and consumables for public meetings, and cleaning products. | 1.1            | 5.6                       | 0.0             |

# Revenue Detail (1681) Department of Labor and Workforce Development

| Revenue Type (OMB Fund Code)<br>Revenue Source            | Component                              | Comment   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor       |
|---|--|---|----------------|---------------------------|-----------------------|
| 5002 Fed Rcpts (1002 Fed Rcpts)                           |  |   | 2,828.1        | 2,787.5                   | 2,827.9               |
| 5002 Federal General Government -<br>Miscellaneous Grants |  | Carryforward of federal revenue from FY2021 to FY2022.  | 1,300.0        | 0.0                       | 0.0                   |
| 5002 Federal General Government -<br>Miscellaneous Grants |  | Carryforward of federal revenue from FY2022 to FY2023.  | 0.0            | 1,126.2                   | 0.0                   |
| 5002 Federal General Government -<br>Miscellaneous Grants |  | Carryforward of federal revenue from FY2023 to FY2024.  | 0.0            | 0.0                       | 595.2                 |
| 5003 Federal - Indirect Recovery                          |  | Management Services is primarily funded by an annual federally-approved indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally-funded personal services within the department. Other fund sources provide the remainder. | 2,213.8        | 2,309.5                   | 2,309.5               |
| 5003 Federal - Indirect Recovery                          | Labor - Commissioner's Office (340)    | Inter-agency revenue transfer to the Commissioner's Office.   | -392.1         | -392.1                    | -392.1                |
| 5003 Federal - Indirect Recovery                          | ,                                      | Excess authority not recognized.  | 0.0            | 35.2                      | 606.6                 |
| 5003 Federal - Indirect Recovery                          | Labor - Labor Market Information (336) | Inter-agency revenue transfer to the Labor Market Information.  | -172.4         | -172.4                    | -172.4                |
| 5003 Federal - Indirect Recovery                          | Labor - AVTEC (2686)                   | Inter-agency revenue transfer to the Alaska Vocational Technical Center.  | -121.2         | -118.9                    | -118.9                |
| 5007 I/A Rcpts (1007 I/A Rcpts)                           |  |   | 598.9          | 1,146.8                   | 1,160.2               |
| 5301 Inter-Agency Receipts                                |  | Allocation for Data Processing network and supportive services.   | 598.7          | 448.0                     | 448.0                 |
| 5301 Inter-Agency Receipts                                | Labor - AVTEC (2686)                   | Federal revenue transfer to Alaska Vocational Technical Center.   | -74.3          | -72.9                     | -72.9                 |
| 5301 Inter-Agency Receipts                                | Labor - Commissioner's Office (340)    | Federal revenue transfer to the Commissioner's Office.  | -240.3         | -240.3                    | -240.3                |
| 5301 Inter-Agency Receipts                                | Labor - DETS Administration (3116)     |   | -598.7         | -448.0                    | -448.0                |
|   |  | 4 Governor<br>nd Workforce Development  | F              | Released Decembe          | r 15, 2022<br>Page 13 |

# Revenue Detail (1681) Department of Labor and Workforce Development

| Revenue Type (OMB Fund Code)      | Component                              | Comment   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |
|-----------------------------------|--|---|----------------|---------------------------|-----------------|
| Revenue Source                    | •                                      |   |                |                           |                 |
| 5301 Inter-Agency Receipts        | Labor - Labor Market Information (336) | Federal revenue transfer to the<br>Labor Market Information.  | -105.7         | -105.7                    | -105.7          |
| 5301 Inter-Agency Receipts        |  | Management Services is primarily funded by an annual federally-approved indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally-funded personal services within the department. Other fund sources provide the remainder. | 1,019.2        | 1,565.7                   | 1,579.1         |
| 6003 G/F Match (1003 G/F Match)   |  |   | 113.1          | 112.2                     | 114.7           |
| 6103 Match - Miscellaneous        |  | Miscellaneous general fund receipts.  | 113.1          | 112.2                     | 114.7           |
| 6004 Gen Fund (1004 Gen Fund)     |  |   | 0.0            | 280.1                     | 283.1           |
| 6047 General Fund - Miscellaneous |  | Miscellaneous fees.   | 0.0            | 280.1                     | 283.1           |

# Inter-Agency Services (1682) Department of Labor and Workforce Development

|        |   |                                    |   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor        |
|--------|---|------------------------------------|---|----------------|---------------------------|------------------------|
|        |   |                                    | Component Totals  | 599.1          | 1,635.0                   | 1,626.3                |
|        |   |                                    | With Department of Labor and<br>Workforce Development   | 15.5           | 15.6                      | 15.6                   |
|        |   |                                    | With Department of Administration   | 346.2          | 1,373.9                   | 1,360.2                |
|        |   |                                    | With Department of  | 5.0            | 10.0                      | 10.0                   |
|        |   |                                    | Transportation/Public Facilities  |                |                           |                        |
|        |   |                                    | With Office of the Governor   | 232.4          | 235.5                     | 240.5                  |
| Object | : Class   | Servicing Agency                   | Explanation   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor        |
| 3013   | Inter-Agency Data Processing<br>Operations Allocation         | Labor - DETS Administration (3116) | Allocation for Data Processing network and support services.  | 15.5           | 15.6                      | 15.6                   |
| 3017   | Inter-Agency Information Technology<br>Non-Telecommunications | Admin - Department-wide            | Reimbursable Service agreement with the Office of Information Technology for non-telecommunications.                              | 80.0           | 448.2                     | 430.3                  |
| 3018   | Inter-Agency Information Technology<br>Telecommunications     | Admin - Department-wide            | Reimbursable services agreement with the Office of Information Technology for telecommunication support.                          | 16.2           | 11.5                      | 11.5                   |
| 3021   | Inter-Agency Mail   | Admin - Department-wide            | Reimbursable services agreement with Shared Services of Alaska for central mailroom support and services.                         | 1.9            | 1.7                       | 1.7                    |
| 3022   | Inter-Agency Human Resources                                  | Admin - Department-wide            | Reimbursable services agreement with the Division of Personnel and Labor Relations for human resources and personnel services.    | 240.0          | 236.0                     | 240.0                  |
| 3023   | Inter-Agency Building Leases                                  | Admin - Department-wide            | State-owned facility space rent or other property leases.   | 0.0            | 350.0                     | 350.0                  |
| 3025   | Inter-Agency Auditing   | Admin - Department-wide            | Reimbursable services agreement with the Department of Administration for auditing services, including federal compliance audits. | 0.0            | 1.0                       | 1.0                    |
| 3026   | Inter-Agency Insurance  | Admin - Department-wide            | Reimbursable services agreement   | 2.1            | 2.1                       | 2.3                    |
|        |   | -                                  | 24 Governor<br>and Workforce Development  | F              | Released Decembe          | er 15, 2022<br>Page 15 |

# Inter-Agency Services (1682) Department of Labor and Workforce Development

| Object | Class                                 | Servicing Agency        | Explanation   | FY2022 Actuals | FY2023<br>Management Plan | FY2024 Governor |
|--------|---------------------------------------|-------------------------|---|----------------|---------------------------|-----------------|
|        |                                       |                         | with the Division of Risk Management for risk management insurance charges for leased buildings, repossessed properties, public official bonds, and overhead. |                |                           |                 |
| 3027   | Inter-Agency Financial                | Admin - Department-wide | Reimbursable services agreement with the Division of Finance for system services for State accounting and payroll (IRIS), and reporting (ALDER) systems.      | 5.0            | 5.0                       | 5.0             |
| 3037   | State Equipment Fleet                 | Trans - Department-wide | State equipment fleet fixed cost services for equipment replacement, maintenance and fuel, both allowable and non-allowable.                                  | 5.0            | 10.0                      | 10.0            |
| 3038   | Inter-Agency<br>Management/Consulting | Admin - Department-wide | Reimbursable Service Agreement with Shared Services of Alaska for Payables and Travel.  | 1.0            | 318.4                     | 318.4           |
| 3038   | Inter-Agency<br>Management/Consulting | Gov - Department-wide   | Reimbursable services agreement<br>for Office of Management and<br>Budget (OMB) oversight for OMB<br>Budget Analyst.  | 10.5           | 10.5                      | 10.5            |
| 3038   | Inter-Agency<br>Management/Consulting | Gov - Department-wide   | Reimbursable service agreement for Administrative Services Director.  | 221.9          | 225.0                     | 230.0           |

| FY2024 Governor                               |  |  |  |  |  |
|---|--|--|--|--|--|
| Department of Labor and Workforce Development |  |  |  |  |  |

# Personal Services Expenditure Detail

## Department of Labor and Workforce Development

Scenario: FY2024 Governor (19867)
Component: Management Services (335)

RDU: Commissioner and Administrative Services (109)

| PCN      | Job Class Title                |          | Time<br>Status | Retire<br>Code | Barg<br>Unit | Location  | Salary<br>Sched | Range /<br>Step | Comp<br>Months | Split /<br>Count             | Annual<br>Salaries | COLA  | Premium<br>Pay | Annual<br>Benefits | <b>Total Costs</b> | UGF<br>Amount |
|----------|--------------------------------|----------|----------------|----------------|--------------|-----------|-----------------|-----------------|----------------|------------------------------|--------------------|-------|----------------|--------------------|--------------------|---------------|
| 02-8073  | Human Resource<br>Consultant 4 |          | FT             | Α              | KK           | Juneau    | 205             | 20N / O         | 12.0           |                              | 112,770            | 3,885 | 0              | 64,288             | 180,943            | 0             |
| 07-1007  | Administrative Officer         | 1        | FT             | Α              | GG           | Juneau    | 205             | 17C / D         | 12.0           |                              | 66,735             | 2,299 | 0              | 44,218             | 113,252            | 0             |
| 07-1106  | Supply Technician 1            |          | FT             | Α              | GP           | Anchorage | 200             | 10E / F         | 12.0           |                              | 41,579             | 1,432 | 0              | 34,711             | 77,722             | 0             |
| 07-1108  | Supply Technician 1            |          | FT             | Α              | GP           | Juneau    | 205             | 10C / D         | 12.0           |                              | 40,961             | 1,411 | 0              | 34,478             | 76,850             | 0             |
| 07-1201  | Division Operations            |          | FT             | Α              | SS           | Juneau    | 205             | 24B / C         | 12.0           |                              | 110,029            | 1,516 | 0              | 63,253             | 174,798            | 0             |
|          | Manager <sup>.</sup>           |          |                |                |              |           |                 |                 |                |                              |                    |       |                |                    |                    |               |
| 07-1203  | Administrative Assista         | nt 3     | FT             | Α              | GP           | Juneau    | 205             | 15M             | 12.0           |                              | 74,646             | 2,571 | 0              | 47,207             | 124,424            | 0             |
| 07-1205  | Budget Analyst 3               |          | FT             | Α              | SS           | Juneau    | 205             | 21E / F         | 12.0           |                              | 98,439             | 1,356 | 0              | 58,873             | 158,668            | 158,668       |
| 07-1209  | Accounting Technician          | า 3      | FT             | Α              | GP           | Juneau    | 205             | 16A / B         | 12.0           |                              | 58,656             | 2,021 | 0              | 41,165             | 101,842            | 0             |
| 07-1213  | Accounting Technician          | า 3      | FT             | Α              | GP           | Juneau    | 205             | 16L / M         | 12.0           |                              | 78,188             | 2,693 | 0              | 48,546             | 129,427            | 0             |
| 07-1216  | Accounting Technician          | า 3      | FT             | Α              | GP           | Juneau    | 205             | 16A / B         | 12.0           |                              | 57,866             | 1,993 | 0              | 40,866             | 100,725            | 0             |
| 07-1218  | Accountant 3                   |          | FT             | Α              | GG           | Juneau    | 205             | 18M             | 12.0           |                              | 91,436             | 3,150 | 0              | 53,552             | 148,138            | 0             |
| 07-1222  | Accountant 4                   |          | FT             | Α              | SS           | Juneau    | 205             | 20F             | 12.0           |                              | 94,390             | 1,301 | 0              | 57,343             | 153,034            | 0             |
| 07-1224  | Accounting Technician          | า 1      | FT             | Α              | GP           | Juneau    | 205             | 12B / C         | 12.0           |                              | 45,443             | 1,565 | 0              | 36,172             | 83,180             | 0             |
| 07-1225  | Accountant 3                   |          | FT             | Α              | GP           | Juneau    | 205             | 18F / G         | 12.0           |                              | 78,556             | 2,706 | 0              | 48,685             | 129,947            | 0             |
| 07-1404  | Mail Services Courier          |          | FT             | Α              | GP           | Anchorage | 200             | 9M / N          | 12.0           |                              | 48,141             | 1,658 | 0              | 37,191             | 86,990             | 0             |
| 07-1515  | Admn OPS Mgr 1                 |          | FT             | Α              | SS           | Juneau    | 205             | 22D / E         | 12.0           |                              | 102,702            | 1,415 | 0              | 60,484             | 164,601            | 0             |
| 07-1710  | Accountant 2                   |          | FT             | Α              | GP           | Juneau    | 205             | 16K / L         | 12.0           |                              | 77,454             | 2,668 | 0              | 48,269             | 128,391            | 0             |
| 07-4517  | Accountant 4                   |          | FT             | Α              | SS           | Juneau    | 205             | 20F             | 12.0           |                              | 94,390             | 1,301 | 0              | 57,343             | 153,034            | 0             |
| 07-6034  | Budget Analyst 1               |          | FT             | Α              | GP           | Juneau    | 205             | 17B / C         | 12.0           |                              | 62,887             | 2,166 | 0              | 42,764             | 107,817            | 0             |
| 21-2007  | Accountant 2                   |          | FT             | Α              | GP           | Juneau    | 205             | 16M             | 12.0           |                              | 79,970             | 2,755 | 0              | 49,219             | 131,944            | 0             |
| 21-2046  | Accountant 5                   |          | FT             | Α              | SS           | Juneau    | 99              | 220 / P         | 12.0           |                              | 130,673            | 1,801 | 0              | 71,054             | 203,528            | 0             |
|          |                                | Total    |                |                |              |           |                 |                 |                |                              |                    |       | Total Sa       | alary Costs:       | 1,645,911          |               |
|          |                                | ositions |                | New            | Dele         | ted       |                 |                 |                |                              |                    |       | 7              | otal COLA:         | 43,663             |               |
| Fu       | II Time Positions:             | 21       |                | 0              | 0            |           |                 |                 |                |                              |                    |       | Total Pr       | emium Pay:         | 0                  |               |
| Pa       | rt Time Positions:             | 0        |                | 0              | 0            | 1         |                 |                 |                |                              |                    |       | Tot            | al Benefits:       | 1,039,681          |               |
| Non Perr | manent Positions:              | 0        |                | 0              | 0            |           |                 |                 |                |                              | <u>.</u>           |       |                |                    |                    |               |
| Positio  | ns in Component:               | 21       |                | 0              | 0            | 1         |                 |                 |                |                              |                    |       | Total P        | re-Vacancy:        | 2,729,255          |               |
|          |                                |          |                |                |              |           |                 |                 |                |                              | .=                 |       |                | (58,155)           |                    |               |
|          |                                |          | 2,671,100      |                |              |           |                 |                 |                |                              |                    |       |                |                    |                    |               |
| Total Co | mponent Months:                | 252.0    |                |                |              |           |                 |                 |                | Plus Lump Sum Premium Pay: 0 |                    |       |                |                    |                    |               |
|          |                                |          |                |                |              |           |                 |                 |                |                              | -                  | Pei   | rsonal Service | es Line 100:       | 2,671,100          |               |

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

## Personal Services Expenditure Detail

## Department of Labor and Workforce Development

Scenario: FY2024 Governor (19867)
Component: Management Services (335)

RDU: Commissioner and Administrative Services (109)

| PCN Funding Sources:       | Pre-Vacancy | Post-Vacancy | Percent |
|----------------------------|-------------|--------------|---------|
| 1002 Federal Receipts      | 1,927,940   | 1,886,860    | 70.64%  |
| 1004 General Fund Receipts | 158,668     | 155,287      | 5.81%   |
| 1007 Interagency Receipts  | 642,647     | 628,953      | 23.55%  |
| Total PCN Funding:         | 2,729,255   | 2,671,100    | 100.00% |

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

